



DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON CARLISLE BARRACKS
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AMIM-CLG-ZA (800d)

7 July 2023

MEMORANDUM FOR All U.S. Army Garrison Carlisle Barracks Personnel

SUBJECT: Command Policy #17 – Anti Harassment Policy

1. References:

a. Army Regulation (AR) 690-12 Appendix D: Army Anti-Harassment Policy Implementation Procedures, 12 December 2019.

b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004.

2. This policy supersedes any previous policies and is in effect until superseded or rescinded.

3. Applicability: This policy applies to all personnel assigned to or under the operational control of USAG Carlisle Barracks.

4. Policy:

a. This command is committed to maintaining a workplace free of harassment, where all personnel can perform to their full potential. It is the duty of every leader in this command to provide and maintain an environment of trust and respect for human dignity.

b. Unlawful harassment includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on race, color, religion, sex (whether or not of a sexual nature) to include gender identity, national origin, age (over 40), disability, genetic information, sexual orientation, or reprisal.

c. The harasser can be a person's supervisor, a supervisor in another area, a coworker or someone who is not an employee of the agency, such as a contractor or customer.

d. Appropriate disciplinary action will be taken against managers or supervisors who fail to take appropriate action on reports of harassment, and against employees who instigate or take part in any form of harassment.

e. All managers, supervisors, and employees are responsible for complying with AR 690-12, Appendix D as briefly outlined in the procedures below.

5. Procedures:

a. *Responsibilities of supervisors and management officials:*

(1) Supervisors and managers have a responsibility to maintain a workplace free of harassment. Supervisors will make reasonable efforts to prevent and promptly correct harassing behavior in the workplace.

(2) A supervisor or management official who receives notice of an allegation or witnesses harassing conduct will contact their servicing installation legal office within 1 business day for guidance on the appropriate type of inquiry and response necessary to promptly address and resolve the matters at issue.

(3) When an employee makes a complaint to a management official about alleged harassment, the allegation will be investigated regardless of whether the harassment rises to the level of being severe or pervasive. Complaints of harassment do not need to conform to any particular format or be in writing.

(4) Supervisors and managers of Army civilian employees will promptly address allegations of harassment with the employees directly involved in the incident, along with any witnesses who might have firsthand information. Managers must take prompt preventive and corrective action, including discipline, as appropriate, in consultation with the servicing installation legal office and the Labor Management Employee Relations (LMER) staff.

(5) Supervisors and managers will ensure that non-supervisory employees complete the Army's "EEO, Anti-Harassment and No FEAR Act Training" Course for nonsupervisory personnel annually and that they are aware of the anti-harassment policy and procedures and their role in the Complaint Process.

(6) Supervisors will complete the Army's "EEO, Anti-Harassment and No FEAR Act Training" Course for supervisors annually.

b. *Responsibilities of employees:*

(1) Conduct that is discriminatory or harassing is contrary to the Army's core values and may be unlawful. An employee engaging in such conduct is subject to appropriate corrective action, including discipline.

(2) Employees should report any behavior they view as harassment before it becomes severe or pervasive. Supervisors and managers cannot correct harassing conduct unless they are aware of it.

(3) All Army employees (supervisors and non-supervisors) are responsible for completing the mandatory “EEO, Anti-Harassment No FEAR Act Training” Course to gain an understanding of the Army’s anti-harassment policy and procedures and their role in the Complaint Process.

c. How to report harassment or File complaint of discrimination or File a complaint of discrimination or harassment:

(1) An employee who believes another person has subjected them to unwelcome harassing conduct should inform the person(s) responsible for the conduct that it is unwelcome and offensive and request that it cease, unless the person has reason to believe physical harm could result from his confronting the offender.

(2) If the conduct continues, or if the employee is uncomfortable confronting the responsible person(s) about the conduct, he or she should immediately report the matter to his or her immediate supervisor, the supervisor of the harasser or any other management official in the chain of command. The employee may also report the matter to other officials, including The Inspector General, EEO or CPAC personnel, union officials, or chaplains. If using these alternative options to report harassing conduct, the employee should give the official permission to notify the employee’s supervisory or management chain.

(3) Employees who witness or become aware of harassing conduct directed at another employee(s) should report the matter to the supervisor of the offending employee(s) or other management officials in their chain of command.

(4) Reporting harassment to a member of management or other officials as listed in (2) above does not replace or satisfy the requirements for filing EEO Complaints, union grievances or complaints in other forums, nor does it delay or waive the time limits for initiating claims in these forums. To seek a more formal process for addressing unlawful harassment, an employee may file in one of the following forums:

a. Equal Employment Opportunity. Employees may file an EEO Complaint through their servicing EEO office. The employee must, however, file an EEO Complaint within 45 calendar days of the alleged incident or when the employee knew or should have known of the discriminatory or harassing conduct. To the greatest extent possible, EEO officials must adhere to an aggrieved person’s right to anonymity during the informal processing of the complaint unless the aggrieved employee waives his or her right to anonymity. AR 690-600 outlines the Army EEO complaint Process.

b. Negotiated grievance procedure. Employees covered by a collective bargaining agreement may file a grievance under their negotiated grievance procedure instead of an EEO Complaint if the agreement provides for the option. Bargaining unit employees should contact their union steward or appropriate union official for information about their rights and responsibilities under the negotiated grievance procedure.

c. Merit System Protection Board (MSPB). Eligible Federal Employees may appeal an adverse agency personnel action (such as a removal or suspension of more than 14 days) with the MSPB if the personnel action is within the jurisdiction of the MSPB. The employee must file an appeal within 30 days of the effective date of an appealable adverse action or within 30 days of the date of receipt of the agency's decision, whichever is later. 5 CFR Part 1201 outlines the procedures for filing appeals, including appeals that include a claim of discrimination or harassment.

6. A copy of this policy is to be posted on all official bulletin boards, official websites, and made available upon request.

7. The point of contact for this command policy is the Equal Employment Opportunity Office at 717-245-3950.

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Commanding